

Position vacancy:

Executive Assistant / Communicator

Announcement #06-224

The U.S. Consulate Naha is seeking a U.S. Citizen for the position of Executive Assistant/Communicator.

OPEN TO: All Interested Candidates – U.S. Citizens Only
POSITION: **Executive Assistant/Communicator** (Position # A30120)
* FSN-8, ** FP-6
OPENING DATE: November 21, 2006
CLOSING DATE: December 11, 2006
WORK HOURS: Full Time 40 hours/week
SALARY: *Ordinarily Resident (OR) FSN-8 ¥8,664,261 p.a. (Starting salary)
(Position Grade: FSN-8)
**Not-Ordinarily Resident (NOR) FP-6 US\$35,265 p.a. (Starting salary)
(Position Grade: FP-6 is confirmed by Washington)
LENGTH OF HIRE: If a non-AEFM is selected, the term of this position will be 2 years, at which time the position will be re-advertised.

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All OR applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens & U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy. Please send by post, courier, e-mail, or fax. All applications received by the closing date will be accepted.
6. Applicant must be able to obtain required security clearance.

BASIC FUNCTION OF POSITION: The incumbent serves as the Consulate's Secure Communications Custodian (or Alternate) and is responsible for the operation of all Classified computer and radio communications equipment. He/she performs all Front Office management and administrative duties for the Consul General, including the maintenance of electronic and paper files, coordination of staff calendars, management of special events and drafting of annual office budgets. In addition, the incumbent supervises the Consul General's driver. *This position requires a U.S. security clearance (Top Secret level).*

QUALIFICATIONS REQUIRED: All applicants must submit specific and comprehensive information supporting each selection criterion detailed below. Please see our website for more details:
<http://japan.usembassy.gov>.

1. Education: Two years of post-secondary education is required.
2. Prior Work Experience: Two years of office management experience is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required.
4. Knowledge: Knowledge of basic office procedures and a very good understanding of U.S. Military structure in Okinawa/Japan/Pacific are required.
5. Skills and Abilities: Good typing (40wpm), computer, and office equipment skills are required. Good communication, organization, and multi-tasking abilities are required.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.
3. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY: Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *or*
2. A current resume or curriculum vitae that provides the same information as OF-612; *plus*
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214.
4. Ordinarily resident applicants, who are not citizens of Japan, must submit a copy of residency permit (visa). **The U.S. Embassy does not sponsor work visas in Japan.**
5. Any other documentation (e.g., test scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

Resumes may be sent to tokyorecruitment@state.gov. Please note that the United States Government cannot guarantee the integrity, security, or privacy of information transmitted.

SUBMIT APPLICATION TO:

Human Resources Office
ATT: Elise Tokumasu
1-10-5, Akasaka, Minato-ku
Tokyo 107-8420
FAX: 03-3224-5818

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
4. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
5. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: December 11, 2006

An Equal Opportunity Employer